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ER-7,555

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT DATE: 16 January 1948

FROM : CHIEF, SERVICES BRANCH

CONFIDENTIAL

SUBJECT: CIA Intelligence Information Reports

1. Reference 1st Indorsement dated 27 October 1947 to the Assistant Director for Collection and Dissemination from the Deputy Director in regard to CIA Administrative Instruction [redacted] dated 28 August 1947, and advising that Form 51-4B will be used in certain instances for the distribution of intelligence information.

25X1A

2. Memorandum for all recipients of Administrative Instruction [redacted] dated 28 August 1947 states that these forms will be used for a period of six months following 28 August 1947. A six months' supply of Forms 51-4, 51-4A, and 51-4B is now available from the stock of the Supply Division and each using office has been advised accordingly. It is estimated that the time of procurement and delivery is approximately 90 days. Therefore, the replenishment of the existing supply must be anticipated well in advance. Samples of the forms carried in stock are attached hereto.

25X1A

3. It would be appreciated if this office could be advised when a replenishment of the present stock of forms should be procured and if possible the quantity of each form desired.

25X1A9a [redacted]

Chief, Services Branch

Attachments

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Document No. 1
No Change in Class. ☐
☒ Declassified
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Date: 8-11-78 By: 35

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